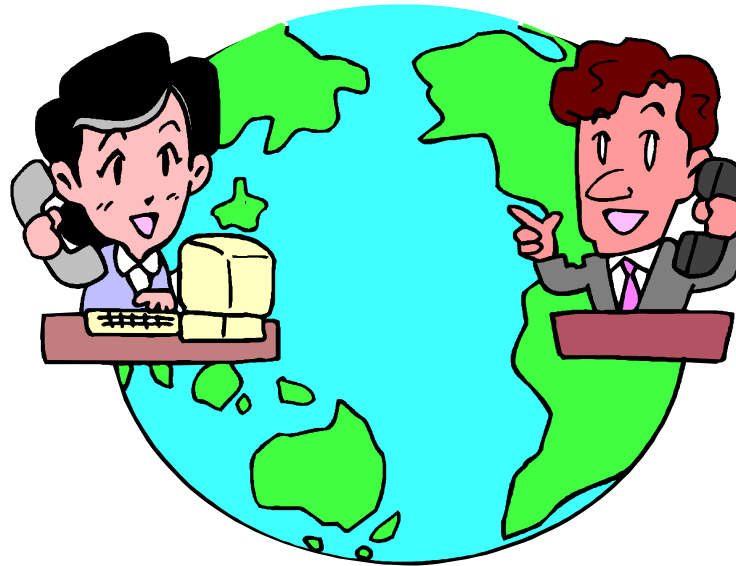




Using The Benefits Line



**To make a Thrift Savings Plan
(TSP) Open Season election**



TSP Open Season

There are two TSP Open Seasons each year

The next TSP Open Season begins on 15 May 2002 and ends on 31 July 2002

The effective date of your TSP election is determined by the date you make your election

TSP ELECTION MADE	EFFECTIVE DATE OF TSP ELECTION IS	TSP CHANGE WILL BE REFLECTED IN PAYCHECK RECEIVED
15 May - 13 July 2002	14 July 2002	2 August 2002
14 July - 27 July 2002	28 July 2002	16 August 2002
28 July - 31 July 2002	11 August 2002	30 August 2002



Accessing The Benefits Line

Access The Benefits Line by calling 1-888-320-2917

This number is available 24 hours a day

You must use a touch-tone telephone



Benefits counselors are available to answer questions from 7:30 a.m. - 4:30 p.m. EST, Monday through Friday



Accessing The Benefits Line

After the introductory message, **press "1"** to enter the automated system

Press "2" to access the benefits and entitlement services system

Press "1" for current employee

Press "1" to enter SSN and PIN

If you have previously created a PIN in the Employee Benefits Information System (EBIS), this will be your PIN for The Benefits Line



Accessing The Benefits Line

If you have not created a PIN in EBIS or previously accessed The Benefits Line, your PIN will be a 4 digit number equivalent to your month and year of birth

Example, June 1960 will be entered 0660

You will be required to change your PIN to a 6 digit number

Your PIN cannot:

- be a previously used number
- be equal to the first or last 6 digits of your SSN
- be equal to your date of birth or SCD for leave
- include any single number repeated 3 or more times



Accessing The Benefits Line

Press “2” to continue

The Benefits Line will voice the duty telephone number on file for you

If it is correct, **press “1”** or **press “2”** and enter your correct duty phone number



Making Your TSP Election

From the Menu **press “3”** for TSP

Press “2” to enroll or change TSP during open season.

If you are currently contributing to TSP The Benefits Line will voice your current TSP % or \$ contributions. If you are not contributing to TSP it will voice the legal contribution limits.

Press “1” to contribute a % or **“2”** to contribute a \$

If you select **“1”** enter:

- 1% - 7% if you are CSRS
- 1% - 12% if you are FERS





Making Your TSP Election

If you select “2” enter a whole dollar amount that does not exceed:



- 7% of basic pay for CSRS
- 12% of basic pay for FERS

The Benefits Line will voice your election

If the election is correct, **press “1”** to continue or **press “2”** to correct the election

If you **press “1”** The Benefits Line will ask you if you understand that your PIN, in connection with your SSN is the same as your signature in effecting the TSP transaction



Making Your TSP Election

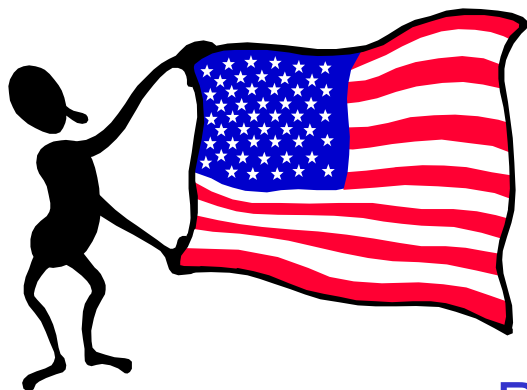
If you acknowledge and understand this and wish to continue with the transaction **press “1”**

If you **press “1”** The Benefits Line will voice the effective date of your TSP change

You have now completed your TSP open season election

Be sure to review your Leave and Earnings Statement after the effective date of your TSP election to be sure that the change has been processed by the Defense Finance and Accounting Service





If You Have Questions

Please call The Benefits Line at
1-888-320-2917

Select option 2 to talk to a benefits counselor
Then option 1 for East Region

OR

Email

Benefits_east@east.hroc.navy.mil